

 (555) 987-6543
 olivia.martinez@email.com
 New York, NY

EDUCATION

Master of Business Administration (MBA)

New York University, Stern School of Business
Graduated: 2015

Bachelor of Science in Finance

University of Florida
Graduated: 2012

Professional Affiliations

- Volunteer Financial Advisor, Nonprofit Financial Literacy Program, February 2020 – Present
- Member, CFA Institute, March 2018 – Present
- Member, Association for Financial Professionals (AFP), January 2016 – Present

SKILLS

- Financial Modeling
- Budgeting and Forecasting
- Variance Analysis
- Financial Reporting
- Data Visualization (Tableau)
- Compliance and Regulations
- Risk Management
- Strategic Planning
- Advanced Excel Techniques

OLIVIA MARTINEZ

SENIOR FINANCIAL BUSINESS ANALYST

PROFESSIONAL SUMMARY

Results-driven Senior Financial Business Analyst with experience in financial analysis, budgeting, and forecasting. Expertise in leveraging financial data to drive strategic decision-making and improve organizational performance. Exceptional analytical and problem-solving skills with a strong ability to communicate complex financial concepts to non-financial stakeholders.

EXPERIENCE

- 2019 - Now

Senior Financial Business Analyst

Blue Horizon Investments / New York, NY

- Spearhead the annual budgeting process, resulting in a 15% reduction in unnecessary expenditures across departments.
- Develop comprehensive financial models to assess the viability of new investment opportunities, providing actionable insights that influenced executive decision-making.
- Collaborate with cross-functional teams to create detailed financial reports, enhancing transparency and accountability for stakeholders.
- Train and mentor junior analysts on financial modeling techniques and best practices, improving team performance and accuracy.
- Lead integration efforts during mergers and acquisitions to ensure seamless financial reporting and compliance.

- 2015 - 2019

Financial Analyst

Atlas Financial Advisors / New York, NY

- Conducted variance analysis and monthly reporting to track budget performance, identifying trends and advising on corrective actions to achieve financial goals.
- Assisted in the development of long-term financial forecasts, helping the company to achieve a 25% increase in revenue over three years.
- Participated in quarterly audits, ensuring compliance with financial regulations and internal policies, leading to zero audit findings.
- Streamlined financial reporting processes by implementing automation tools, reducing report generation time by 50%.